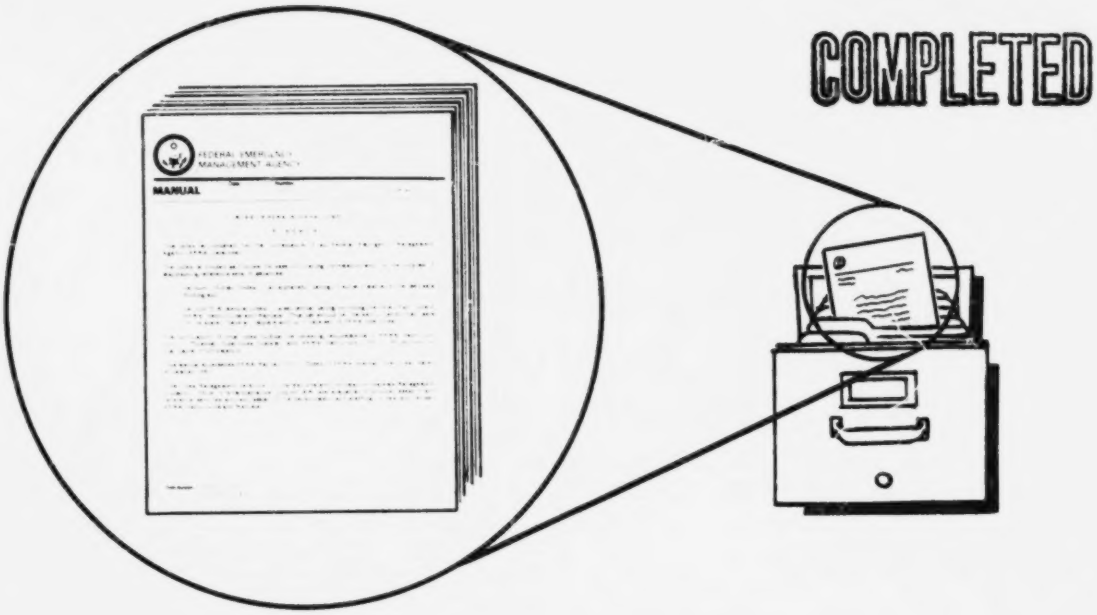
MAY 1 1 1982

216-A-7 FEM1.8:D62

FEMA Manual 5100.2 (REV.)
March 1982

ORIGINAL

INDEX OF FEMA INTERNAL DIRECTIVES



FEDERAL EMERGENCY MANAGEMENT AGENCY

FEDERAL EMERGENCY
MANAGEMENT AGENCY

MANUAL	Date	Number	
	March 12, 1982	5100.2	RM-AS

INDEX OF FEMA INTERNAL DIRECTIVES

FOREWORD

This index is published for the convenience of all Federal Emergency Management Agency (FEMA) personnel.

The index is divided as follows for ease in locating information and for the purpose of maintaining reference sets of issuances:

- Section I (Subject Index) — an alphabetic listing by subject matter to be used as a finding aid.

- Section II (Numerical Index) — a sequential listing providing the title of all current FEMA Instructions and Manuals. This list should be checked to verify that users of the system have a complete and up to date set of FEMA directives.

The publication of this index fulfills the indexing requirements of FEMA Instruction 5100.1, "Internal Directives System" and FEMA Instruction 1350.1, "Production or Disclosure of Information."

This manual supersedes FEMA Manual 5100.2, "Index of FEMA Internal Directives," dated November 1980.

Directives Management personnel of the Records and Information Systems Management Division, Office of Administrative Support (RM) are available to provide research and reference services and will assist in the development and staffing of new and revised FEMA Instructions and Manuals.

Charles M. Girard, Associate Director
Resource Management and Administration

Distribution: B(HqDivDirs)
G(FldDivDirs)

BLANK PAGE

TABLE OF CONTENTS

SECTION		PAGE
	Foreword	i
	Table of Contents	iii
	Introduction	v
I	Subject Index	1-18
II	Numerical Index	19-27

BLANK PAGE

INTRODUCTION

The Federal Emergency Management Agency (FEMA) internal directives system includes instructions and manuals published to announce policy, define plans and missions, outline programs, delegate authority, assign duties and responsibilities, and prescribe procedural guidance for the effective management of functions assigned to the Director of FEMA. These directives provide information and guidance, and/or require action within prescribed authorities. They are distributed to personnel in FEMA Headquarters, Regions and Field Establishments to ensure the effective internal administration and operation of the Agency. Each directive is subject to a periodic review and updating as required.

Copies of this index and other directives listed in this index may be obtained as follows:

- Printing and Publications Division, Office of Administrative Support, Donohoe Building, 500 C Street, S.W., Room 324, Washington, D.C. 20472. Telephone number FTS 287-0461.

FEDERAL EMERGENCY MANAGEMENT AGENCY INTERNAL DIRECTIVES

SECTION I

SUBJECT INDEX

A

ABBREVIATIONS
Acronyms and Abbreviations, use of..... 5000.1

ACCEPTANCE
Acquisition Management, Inspection and acceptance..... 4100.1(M)

ACCIDENTS
Claims..... 6250.2(M)
Motor Vehicle..... 6900.3

ACCOUNTING
Access, dissemation and accountability..... 1200.1(M)
Accountable Property Officer..... 6150.1(M)
Accounting for disclosure of Freedom of Information Act (FOIA) request..... 1350.5
Accounting for fees received..... 1350.5
Accounting for Privacy Act request..... 1350.5
Contract financing..... 4100.1(M)
Fees, overpayment and disallowance..... 2800.1(M)
Forms used for billing training..... 3500.1
Freedom of Information Act (FOIA) fees..... 1350.1
Grievance, Payment of expenses related to..... 3300.1(M)
Imprest Funds, Establishment and operation of..... 2800.1(M)
Motor Vehicles, billing for interagency motor pool vehicles..... 6250.2(M)
Motor vehicles, expenses for maintenance and operation..... 6250.2(M)
Accountable property Officer..... 6150.1(M)
Privacy Act Fees..... 1350.5
Training, expenses related to..... 3500.2(M)

ACQUISITION MANAGEMENT
Acceptance of work and/or services..... 4100.1(M)
Acquisition Review Program..... 4100.1(M)
Administration of Government Property..... 4100.1(M)
Approval authority..... 4100.1(M)
Architect-Engineer Contracts..... 4100.1(M)
Contracting Officer's Role..... 4100.1(M)
Contracts for Service..... 4100.1(M)
Equipment, acquisition, maintenance and accountability..... 6150.1(M)
Initiating purchases..... 2800.1(M)
Inspection and Acceptance..... 4100.1(M)
Interagency Agreements..... 4100.1(M)
Limitation of amounts of purchase and payment..... 2800.1(M)
Noncompetitive procurement..... 4100.1(M)
Payment procedures..... 4100.1(M)
Policy and Contracts..... 4100.2
Postaward functions..... 4100.1(M)
Preaward functions..... 4100.1(M)
Project Office, the..... 4100.1(M)
Protest procedures..... 4100.1(M)
Reimbursement for local transportation expenses, procedures for..... 2800.1(M)
Request for ADP Services from General Services Administration (GSA)..... 4100.1(M)
Settlement of advances..... 2800.1(M)
Source evaluation and selection process..... 4100.1(M)
Travel Advances..... 2800.1(M)

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

ACRONYMS
Compilation of..... 5000.1
Use of Acronyms and Abbreviations..... 5000.1

ADMINISTRATION
Administration of Government Property..... 4100.1(M)
Interagency agreements..... 4100.1(M)
Acquisition Management, Settlement of Advances..... 2800.1(M)

ADVANCES
Travel advances..... 6200.1(M)

ADVERSE ACTIONS
Drivers..... 6250.2(M)
Grievance for..... 3300.1(M)
Grievance, payment of expenses related to..... 3300.1(M)
Non-disciplinary..... 3700.1(M)
Procedures..... 3310.1

ADVISORY GROUPS
Advisory Committes..... 1610.3
Approval of Committee Actions..... 1610.2
Interagency National Defense Executive Reserve Command..... 1610.1

ALERTING
Accidental Missile Launch Warnings..... 1550.2(M)
Cascade of Employees with emergency assignments..... 8500.1(M)C
Civil Emergency Preparedness, alerting and warning..... 7300.1
Emergency Readiness..... 8500.1(M)
National and Regional Warning Centers..... 1550.2(M)

APPEALS
Contracts, disputes and appeals..... 4100.1(M)

APPROVAL
Approval of Committee Action..... 1610.3
Acquisition Management, approval authority..... 4100.1(M)

ARCHITECT
Acquisition Management, Architect-Engineer Contracts..... 4100.1(M)

ASSOCIATIONS
See Committees..... 1610.3

AUDIT
Contracts..... 1270.2
Definition and functions..... 1270.2
Division..... 1010.2
Federal Audit Service..... 1270.2
Federal Cognizant Audit Service..... 1270.1
General Accounting Office (GAO), audits and reports..... 1270.3
Imprest Fund..... 2800.1(M)
Procedures and reports..... 1270.2
Procedures for obtaining service..... 1270.1
Processing General Accounting Office (GAO) Hotline referrals..... 1250.1
Special Services..... 1270.2

AUTOMATED DATA PROCESSING (ADP)
Automated Data Systems and Computer Programs Guidelines..... 1501.2(M)
Automated Information System (AIS)..... 1501.2(M)
Automated Management Information System (AMIS)..... 1501.2(M)
Basic CIDER Operations..... 1520.3(M)
Computer Interactive Display Entry and Retrieval System (CIDER)..... 1520.3(M)
Computer Operations Manual..... 1501.2(M)
Computer Terminal System..... 9305.1
Computer Terminal System Operation..... 9305.2

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

Computer Terminal System Damage Estimation System (REACT)..... 9305.4
Computer Terminal System Program Status Report (PSR)..... 9305.3
Disaster Management Information System..... 9000.1(M)
Emergency Broadcasting System (EBS)..... 9305.12
Fallout Shelter Analysis by Computer Increased Readiness Reporting (IRR)..... 9305.10
Federal Software Exchange..... 1501.1
Flowchart Symbols..... 1501.2(M)
Format..... 1501.1
Inventory of Computer Printouts..... 9305.2
Management of Automated Data Resources..... 9300.1
National Warning System (NAWAS)..... 9305.8
NSS-CRP Master Test and NSS-CRP Total List Program..... 9305.9
Procedures for obtaining ADP Support..... 9300.4
Program Status Report..... 7300.1
Radioactive Materials (RAM)..... 9305.13
Radioactive Defense Station File..... 9305.7
Relationship of Word Processing Equipment to ADP..... 5400.1
Request for ADP Services from General Services Administration (GSA)..... 4100.1(M)
Security..... 1500.1
Systems Documentation Standards..... 1501.1
Users of Automated Data Systems..... 1501.1
Word Processing Survey..... 5400.1
Word Processing Equipment..... 5400.1

AWARDS
Awards scale for intangible benefits..... 3600.1(M)
Awards scale for tangible benefits..... 3600.1(M)
Certificates for..... 3600.1(M)
Director's award..... 3600.1(M)
Distinguished Service Award..... 3600.1(M)
Effect of Quality increase on a within Grade increase..... 3600.1(M)
Equal Opportunity..... 3600.1(M)
Emblems..... 3600.1(M)
Groups..... 3600.1(M)
Major honorary..... 3600.1(M)
Meritorious Service..... 3600.1(M)
Nominating Procedures..... 3600.1(M)
Non-Government training..... 3500.2(M)
Outside..... 3600.1(M)
Outstanding Handicapped..... 3600.1(M)
Presentation of..... 3600.1(M)
Relation of Performance Appraisal to recognition..... 3600.1(M)
Special Achievement..... 3600.1(M)
Types of recognition..... 3600.1(M)

B

BIDS
Procurement..... 4100.1(M)

BOARDS
See Advisory groups and Committees..... 1610.3

BOMB THREAT
Evacuation guidelines..... 6900.2

BUILDINGS
General Services Administration (GSA) controlled..... 6900.2

C

CAR POOLING..... 6250.1

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

CASCADE
Employees with emergency assignments ..... 8500.1(M)C

CHECKLIST
Checklist of Directives

CHEMICAL
Chemical accidents, evacuation guidelines for FEMA occupied or controlled facilities 6900.2

CIVIL PROTECTION
Civil emergency preparedness 7300.1

CLAIMS
Accidents ..... 6250.2(M)

CLASSIFICATION
Position Management 3200.3

CLASSIFIED Information
Accountability of classifiers ..... 1200.1(M)
Accounting and control ..... 1200.1(M)
Authority to classify ..... 1200.1(M)
Classification and Downgrading ..... 1200.1(M)
Compromise ..... 1200.1(M)
Disposal and destruction ..... 1200.1(M)
Freedom of Information Act (FOIA) 1350.1
Mailing ..... 1200.1(M)
Security Clearance ..... 1200.1(M)
Storage ..... 1200.1(M)

CLEARANCE
Reports, interagency 5300.1
Reports, internal 5300.1

CODES
Internal Distribution Codes 6700.1

COMMITTEES
Advisory committees 1610.3
Approval of Committee action 1610.3
Associations 1610.3
Committee level 1610.2
Committee Management Program 1610.2
Interagency National Defense Executive Reserve Command 1610.1
Intra-agency 1610.3
Interagency 1610.3
International 1610.3
Interagency National Defense 1610.1
Inventory data 1610.2
Inventory 1610.3
Membership 1610.3
Membership summary 1610.2
Non Government 1610.2
Non-Government membership 1610.3
Recommendations for continuance 1610.2
Reporting requirements 1610.2
Senior Executive Reserve Board 1610.1
Training ..... 3500.2(M)

COMMUNICATIONS
Correspondence ..... 5200.1(M)
Handling Media Inquiries 1350.3
Informing employees about training ..... 3500.2(M)
NECAP Communications Support Procedures 1550.3*
News clipping service 1350.2
News Releases 1350.4

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

Official correspondence..... 5250.1(M)
Telecommunication Services procedures for lease..... 1550.1
Telephone Monitoring..... 1550.5
Written Communications..... 5250.1(M)

COMPENSATION
Compensation and Medical Benefits for accidents..... 6250.2(M)
Compensatory Time..... 3200.1

COMPILATION OF ACRONYMS..... 5000.1

COMPROMISE
Classified Information..... 1200.1(M)

COMPUTER
See Automated Data Processing..... 1501.1 & 1501.2(M)

COMPUTER Interactive, Display Entry and Retrieval System (CIDER)..... 1520.3(M)

COMPUTER PROGRAMS
Automated Data Processing (ADP) Systems and Computer Program Guidelines..... 1501.2(M)

CONDUCT
Financial disclosure statement for executive branch..... 1100.1
Rules..... 1350.5
Standards..... 1100.1
Standards of Conduct Counselor..... 1100.1

CONFERENCES
Attendance at..... 3500.2(M)

CONFIDENTIAL STATEMENTS
Filing of..... 1100.1

CONGRESS
Correspondence..... 5200.1(M)

CONSULTANTS (See Experts and Consultants)

CONTRACTS
Acquisition Management Architect-Engineer Contracts..... 4100.1(M)
Audits..... 1270.2
Contract financing..... 4100.1(M)
Contracting Officer's Role..... 4100.1(M)
Contracts for Service..... 4100.1(M)
Cost Reimbursement..... 4100.1(M)
Disputes and Appeals..... 4100.1(M)
Financing..... 4100.1(M)
Guidelines for use of consulting services..... 4100.2
Interagency Agreements..... 4100.1(M)
Letter..... 4100.1(M)
Modifications..... 4100.1(M)
Numbering System..... 4100.1(M)
Policy..... 4100.2
Postaward functions..... 4100.1(M)
Preaward functions..... 4100.1(M)
Subcontract Consent..... 4100.1(M)
Termination..... 4100.1(M)

CORRESPONDENCE
Compilation of Acronoyms..... 5000.1
Congressional..... 5200.1(M)
Letterhead Stationery..... 5200.2
Standards for Preparation..... 5200.1(M)
White House..... 5200.1(M)

Note: (M) Indicated FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

COST REIMBURSEMENT
Contracts..... 4100.1(M)

D

DAMAGE
Damage, destruction or loss of equipment or property..... 6150.1(M)

DEFINITIONS
Definitions of Terms..... 5000.2

DELEGATION OF AUTHORITY
Appointing Authority..... 1030.2
Authority to Classify..... 1200.1(M)
Authority to Approve Overtime..... 3200.1
Personnel Authorities..... 1030.2
Succession to Office..... 1030.1

DEMONSTRATIONS
Guidelines for handling..... 6900.2

DIRECTIVES SYSTEM
Index of Directives..... 5100.2(M)
Internal Directives Checklist
Policies and procedures..... 5100.1

DIRECTOR'S POLICY
Establishment..... No. 1-81#

DISALLOWANCE
Fees, overpayment and disallowance..... 2800.1(M)

DISASTERS
News Releases..... 1350.2

DISASTER MANAGEMENT INFORMATION SYSTEM..... 9000.1(M)

DISCIPLINARY ACTIONS
Types of..... 3700.1(M)

DISCIPLINARY/ADVERSE ACTIONS
Grievance for..... 3300.1(M)
Procedures..... 3310.1

DISCRIMINATION
Allegations of..... 3300.1(M)

DISPUTES
Contracts, disputes and appeals..... 4100.1(M)

DISTRIBUTION
Internal Distribution Codes..... 6700.1

DRIVER IDENTIFICATION CARD
Issuance of..... 6250.2(M)

E

EARTHQUAKE
Evacuation Guidelines..... 6900.2

EMBLEMS
Awards..... 3600.1(M)

EMERGENCY ASSIGNMENT
Cascade of employees with emergency assignments..... 8500.1(M)C

Note: (M) Indicated FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

EMERGENCY BROADCAST SYSTEM (EBS)..... 9305.12

EMERGENCY EVACUATION
See Evacuation..... 6900.2

EMERGENCY ORGANIZATIONS
National Defense Executive Reserve, policies and procedures..... 1040.1

EMERGENCY PREPAREDNESS, Civil
Alerting and Warning..... 7300.1
Civil Emergency Actions Guide List (Part I)..... 8500.2(M)*
Civil Emergency Actions Guide List (Part II)..... 8500.3(M)*
Civil Protection..... 7300.1
Emergency Broadcasting System (EBS)..... 9305.12
Emergency public information..... 7300.1
Emergency services..... 7300.1
NECAP Communications Support Procedures*..... 1550.3*
Program Status Reporting System..... 7300.1
Radiological Defense..... 7300.1
Status Report on Civil Preparedness..... 7300.1

EMERGENCY PROCEDURES
After Duty-Hours Emergencies..... 1550.2(M)
Federal Emergency Identification Card..... 8500.4
Occupant Emergency Program..... 6900.2

EMERGENCY READINESS
Activation..... 8500.1(M)
Alerting..... 8500.1(M)
Essential functions..... 8500.1(M)
Instruction..... 8500.1(M)
National Security Council Liaison..... 8500.1(M)
Succession to Office..... 6500.1(M)
Transportation responsibilities..... 8500.1(M)

EMERGENCY REPAIRS
Motor Vehicles..... 6250.2(M)

EMPLOYEE
Details..... 3100.1(M)
Identification card..... 8500.4
Performance Appraisal Process..... 3700.1(M)
Training..... 3500.2(M)

EMPLOYEE DEVELOPMENT
Forms used for billing training..... 3500.1
Individual plans for GS 1-12 employees..... 3501.1
Individual plans for GS-13 and above employees..... 3501.2
Training, expenses related to..... 3500.2(M)

EMPLOYEE DEVELOPMENT PROGRAM..... 3500.2(M)

EMPLOYEE AND LABOR RELATIONS..... 1030.2

EMPLOYEE PARKING
Facilities..... 6251.1

EMPLOYEE PERFORMANCE APPRAISAL..... 3700.1(M)

EMPLOYEE RELATIONS
Adverse actions, drivers..... 6250.2(M)
Adverse actions, grievance for..... 3300.1(M)
Adverse actions, procedures..... 3310.1
Compensatory time..... 3200.1
Grievance, payment of expenses related to..... 3300.1(M)

Note: (M) Indicated FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

ENDING DATES
Review of financial assistance project application ending dates..... 1900.1

ENGINEERS
Acquisition Management, Architect-Engineer Contracts..... 4100.1(M)

EQUIPMENT
Acquisition, Maintenance and accountability..... 6150.1(M)

EVACUATION
Bomb Threat..... 6900.2
Chemical accidents, evacuation guidelines for FEMA occupied or controlled facilities..... 6900.2
Earthquake..... 6900.2
Evacuation guidelines for FEMA occupied or controlled facilities..... 6900.2
Explosion..... 6900.2
Fire..... 6900.2
Guidelines under occupant emergency program..... 6900.2
Severe windstorm..... 6900.2

EVALUATION
Employee Performance Appraisal..... 3700.1(M)
Program Status Report..... 7300.1
Training..... 3500.1(M)

EXCESS PROPERTY
Disposal of..... 6150.1(M)

EXECUTIVE DEVELOPMENT..... 3500.1(M)

EXECUTIVE RESERVE
National Defense Executive Reserve..... 1040.1

EXPERTS AND CONSULTANTS
Conflict of Interest..... 4100.2
Guidelines for Use of Consulting Services..... 4100.2
Management controls..... 4100.2
Non-personal services..... 4100.2
Personal Services..... 4100.2
Request for consulting services..... 4100.2
Travel..... 6200.1(M)

EXPLOSION
Evacuation guidelines..... 6900.2

F

FACILITIES MANAGEMENT
Occupant Emergency Plan..... 6900.2
Smoking..... 6900.1

FALLOUT SHELTER ANALYSIS BY COMPUTER (FSAC)..... 9305.10

FEDERAL AUDIT SERVICE..... 1270.2

FEDERAL RECORDS CENTERS
Retrieving records from Federal Records Center..... 5400.2

FEES
Accounting for fees received..... 1350.5
Freedom of Information Act (FOIA)..... 1350.1
Overpayment and Disallowance..... 2800.1(M)
Privacy Act..... 1350.5
Production of Information under the Freedom of Information Act (FOIA)..... 1350.1

Note: (M) Indicated FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

FILES MANAGEMENT..... 5400.2
Administrative, historic, legal and general reference value..... 5400.2
Annual Report of Records Holdings..... 5400.2
Classification and arrangement..... 5400.2
Records Liaison Officer..... 5400.2
Records retention and disposition..... 5400.2
Record Scehdules..... 5400.2
Retrieving records from Federal Records Centers..... 5400.2

FINANCE
Contract financing..... 4100.1(M)

FINANCIAL ASSISTANCE
Review of financial assistance project application ending dates..... 1900.1

FINANCIAL DISCLOSURE STATEMENT
Filing of..... 1100.1

FIRE
Evacuation guidelines..... 6900.2

FIRST AID..... 6900.3

FITNESS
Physical Determination for Operating a Motor Vehicle..... 6250.2(M)

FORMAT
Internal Directives System..... 5100.1

FORMS MANAGEMENT PROGRAMS..... 5500.1

FORMS MANAGEMENT
Index of Blank Forms..... 5500.2(M)

FOR OFFICIAL USE ONLY INFORMATION..... 1200.3

FRAUD
Allegation and complaints of..... 1250.1

FREEDOM OF INFORMATION ACT (FOIA)
Accounting for disclosure of FOIA request..... 1350.1
Annual Report..... 1350.1
Classified Information..... 1350.1
Disclosure of Information..... 1350.1
Fees..... 1350.1
Inquiries..... 1350.3
Procedures for making records available..... 1350.1

FREQUENCY SPECTRUM MANAGEMENT..... 1550.4

FUEL CONSERVATION
Motor Vehicles..... 6250.1

G

GENERAL ACCOUNTING OFFICE (GAO)
Audits and reports..... 1270.3
Audits of Imprest Fund..... 2800.1(M)
Disclosure of Information Audits..... 1350.1
Hotline referrals..... 1250.1

GENERAL COUNSEL..... 1100.1

GENERAL MANAGEMENT (GM) POSITIONS..... 3200.2

Note: (M) Indicated FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

GENERAL SERVICES ADMINISTRATION (GSA)
Buildings, GSA controlled..... 6900.2
Motor Vehicles..... 6250.2(M)
Request for ADP Services..... 4100.1(M)

GOVERNMENT TRANSPORTATION, requests..... 6200.1(M)

GRIEVANCE
Cancellation of..... 3300.1(M)
Negotiated grievance system..... 3300.1(M)
Payment of expenses related to..... 3300.1(M)
Performance Appraisal..... 3300.1(M)
Procedures for..... 3300.1(M)

H

HOLIDAY PAY..... 3200.1

HOTLINE REFERRALS
Processing General Accounting Office (GAO) Hotline Referrals..... 1250.1

HOUSEHOLD GOODS
Transportation and Storage..... 6200.1(M)

I

IDENTIFICATION CARD
Employee..... 8500.4
Federal Employee Emergency I.D. Card..... 8500.4
Motor Vehicle Operation identification card..... 6250.2(M)

IMPREST FUNDS
Accounting of Imprest Funds..... 2800.1(M)
Audits (GAO)..... 2800.1(M)
Establishment and operation..... 2800.1(M)

INCENTIVE AWARDS
See Awards..... 3600.1

INDEX
Blank Forms..... 5500.2(M)
Directives..... 5100.2(M)

INFORMATION
For official use only information..... 1200.3
Safeguarding National Security Information..... 1200.1(M)

INFORMATION/REPORTING REQUIREMENTS INVENTORY
Interagency Information Reporting Requirements..... 5300.2(M)
Public Reporting Requirements..... 5300.2(M)
Reports Liaison Officer..... 5300.2(M)
Reporting requirements imposed upon FEMA but exempt from control..... 5300.2(M)

INQUIRIES
Freedom of Information (FOI)..... 1350.3
Media inquiries..... 1350.5
Personal records..... 1350.5
Press..... 1350.2
Press interviews..... 1350.3

INSPECTION
Acquisition Management, inspection and acceptance..... 4100.1(M)
National Warning System (NAWAS) Warning Point Operational Analysis..... 1550.6

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

INSPECTOR GENERAL, Office of..... 1270.2

INTERAGENCY
Information Reporting Requirements..... 5300.2(M)
Interagency National Defense Executive Reserve Command..... 1610.1
Reports Clearance..... 5300.1

INTERAGENCY AGREEMENTS
Administration..... 4100.1(M)
Contracts..... 4100.1(M)
Modification of..... 4100.1(M)
Motor Pool Vehicles..... 6250.2(M)

INTERAGENCY MOTOR POOL
Billing for interagency motor pool vehicles..... 6250.2(M)

INTERNAL DISTRIBUTION CODES..... 6700.1

INTERNATIONAL TRAVEL..... 6200.1(M)

INTERVIEW AND SELECTION ..... NO. 2-81(REV)#

INVENTORIES OF PROPERTY..... 6150.1(M)

INVENTORY
Committees..... 1610.3
Property..... 6150.1(M)

J

K

L

LABOR PRACTICES
Unfair, allegations of..... 3300.1(M)

LEAVE
Compensatory..... 3200.1
Holiday..... 3200.1
Religious..... 3200.1

LEGAL
General Counsel..... 1100.1
Standards of Conduct Counselor..... 1100.1

LETTER
Contracts..... 4100.1(M)

LETTERHEAD STATIONERY
Use in Correspondence..... 5200.2

LIMITATION OF PURCHASE
Acquisition Managment, Limitation of amounts of purhcases and payment..... 2800.1(M)

M

MAIL MANAGEMENT..... 5250.1(M)
Classified Information..... 1200.1(M)

MANAGEMENT TRAINING..... 3500.2

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
\# Indicates Director's Policy Statements

MANPOWER
Position and Ceiling Control System..... 1750.1
Position Management..... 3200.3

MEDIA
Inquiries..... 1350.5
Press..... 1350.2
Press interviews..... 1350.3

MEDICAL BENEFITS
Compensation and Medical Benefits for accidents..... 6250.2(M)

MERIT PAY SYSTEM..... 3200.2(M)

MERIT PROMOTION PLAN..... 3100.1
Interview and Selection..... NO. 2-81(REV)(

MISMANAGEMENT
Allegations of..... 1250.1

MISSILE
Accidential Missle Launch Warnings..... 1550.2

MODIFICATIONS
Contracts..... 4100.1(M)
Interagency Agreements..... 4100.1(M)

MONITORING
Telephone Monitoring..... 1550.5

MOTOR VEHICLES
Accidents, reporting procedures for..... 6250.2(M)
Billing for interagency motor pool vehicles..... 6250.2(M)
Expenses for maintenance and operation..... 6250.2(M)
Fitness, physical determination for operating a motor vehicle..... 6250.2(M)
Fuel Conservation..... 6250.1
General Services Administration (GSA)..... 6250.2(M)
Interagency Agreements..... 6250.2(M)
Operator's identification card..... 6250.2(M)
Rental..... 6250.2(M)

N

NATIONAL DEFENSE EXECUTIVE RESERVE..... 1040.1

NATIONAL EMERGENCY TRAINING CENTER
Establishment of..... 1020.1

NATIONAL SECURITY COUNCIL
Emergency Readiness Liaison..... 8500.1(M)

NATIONAL SECURITY INFORMATION, Safeguarding..... 1200.1(M)

NATIONAL WARNING SYSTEM (NAWAS)
Inspection..... 1550.6

NEWS RELEASES (See also Media)
Information and Disasters or Emergencies..... 1350.2
Numbering of Releases..... 1350.4
Regional and Field Releases..... 1350.4

NON-COMPETITIVE PROCUREMENT
Acquisition Management, Non-Competitive procurement..... 4100.1(M)

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

O

OCCUPANT EMERGENCY PROGRAM..... 6900.2
See Evacuation..... 6900.2

OCCUPATIONAL SAFETY AND HEALTH PROGRAMS..... 6900.3
Recordkeeping requirements..... 6900.3

OFFICE SYMBOLS..... 1010.2

OFFICIAL USE ONLY INFORMATION..... 1200.3

OVERPAYMENT
Fees, overpayment and disallowance..... 2800.1(M)

OVERTIME, Policy..... 3200.1
Authority to approve..... 3200.1

OVERTIME PAY..... 3200.1

P

PARKING
Employee facilities..... 6251.1

PAY
Holiday pay..... 3200.1
Overtime pay..... 3200.1
Position Management..... 3200.3
Quality increase..... 3700.1(M)
Within Grade Increase..... 3700.1(M)

PAYMENT
Acquisition Management, Limitation of amounts of purchase and payment..... 2800.1(M)
Acquisition Management, payment procedures..... 4100.1(M)

PAY SYSTEM
Merit Pay System..... 3200.2(M)

PER DIEM..... 6200.1(M)

PERFORMANCE
Employee Performance Appraisal..... 3700.1(M)
Performance Appraisal Process..... 3700.1(M)
Guidelines for annual review..... 3700.1(M)

PERSONAL PROPERTY MANAGEMENT SYSTEM..... 6150.1(M)

PERSONAL RECORDS
Privacy and Rights..... 1350.5

PERSONNEL
Accounting for Privacy Act requests..... 1350.5
Adverse actions, drivers..... 6250.2(M)
Adverse actions, grievance for..... 3300.1(M)
Adverse actions, non-disciplinary..... 3700.1(M)
Adverse actions, procedures..... 3310.1
Compensatory time..... 3200.'
Delegations of Authority..... 1030.2
Disciplinary action, types of..... 3700.1(M)
Discrimination, allegations of..... 3300.1(M)
Forms used for billing training..... 3500.1
General Management (GM) positions..... 3200.2
Grievance, payment of expenses related to..... 3300.1(M)
Interview and Selection..... NO. 2-81(REV)#

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

Merit Pay System..... 3200.2(M)
Merit Promotion Plan..... 3100.1(M)
Negotiated grievance system..... 3300.1(M)
Overtime Policy..... 3200.1
Performance Appraisal Process..... 3700.1(M)
Position Ceiling and Control System..... 1750.1
Position Management..... 3200.3
Quality increase..... 3700.1(M)
Request to Amend Records..... 1350.5
Separation, disability..... 3700.1(M)
Training, expenses related to..... 3500.2(M)
Within-Grade Increase..... 3700.1(M)

POLICY
Director's Policy, Establishment..... NO. 1-81#

POSITION AND CEILING CONTROL SYSTEM..... 1750.1

POSITION CLASSIFICATION..... 3200.3

POSITION MANAGEMENT..... 3200.3

PRESS..... 1350.2
Interviews..... 1350.3
Media inquiries..... 1350.5

PRIVACY ACT
Accountable Property Officer..... 6150.1(M)
Accounting for Privacy Act requests..... 1350.5
Administration of Government Property..... 4100.1(M)
Fees..... 1350.5
Personal Records, privacy and rights..... 1350.5
Systems of Records covered by..... 1350.5

PROCUREMENT
See Acquisition Management..... 4100.1(M)

PROJECT APPLICATION
Review of financial assistance project application ending dates..... 1900.1

PROMOTION
Merit Promotion Plan..... 3100.1(M)

PROPERTY
Damage, destruction or loss of equipment or property..... 6150.1(M)
Disposal of excess property..... 6150.1(M)
Inventory..... 6150.1(M)
Personal Property Management System ..... 6150.1(M)

PROTEST
Acquisition Management, Protest procedures..... 4100.1(M)

PUBLIC
Reporting Requirements..... 5300.2(M)

PUBLIC AFFAIRS
Handling News Inquiries..... 1350.3
News Clipping Service..... 1350.2
News Releases..... 1350.4

PUBLIC INFORMATION
Emergency public information..... 7300.1

PUBLIC INQUIRIES
Accounting for Privacy Act requests..... 1350.5

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

PUBLIC-USE REPORTS..... 5300.1

PURCHASE
Acquisition Management, initiating purchases..... 2800.1(M)
Acquisition Management, Limitation of amounts of purchase and payment..... 2800.1(M)

Q

QUALITY INCREASES..... 3700.1(M)

R

RADIOACTIVE MATERIALS..... 9305.13

RADIO FREQUENCY SPECTRUM MANAGEMENT..... 1550.4

RADIOLOGICAL DEFENSE
Civil emergency preparedness..... 7300.1

RECORDS
Procedures for making records available under the Freedom of Information Act (FOIA)..... 1350.1
Safeguarding Systems of Records..... 1350.5
Systems of Records covered by Privacy Act..... 1350.5

RECORDKEEPING REQUIREMENTS
Occupational Safety and Health Programs..... 6900.3

RECORDS MANAGEMENT
Directives System..... 5100.1
Files Management..... 5400.2
Forms Management..... 5500.1
Mail Management..... 5250.1(M)
Reports Management..... 5300.1
Retrieving records from Federal Records Centers..... 5400.2
Word Processing Program..... 5400.1

REGIONAL FIELD NEWS RELEASES..... 1350.4

REIMBURSEMENT
Procedures for reimbursement for local transportation expenses..... 2800.1(M)
Travel..... 6200.1(M)

RELIGIOUS OBSERVANCES..... 3200.1

RELOCATION
Travel..... 6200.1(M)

REPORTS
Annual Report of Records Holdings..... 5400.2
Audit procedures and reports..... 1270.2
Clearance, interagency..... 5300.1
Clearance, internal..... 5300.1
Committee reporting requirements..... 1610.2
Freedom of Information Annual Report..... 1350.1
General Accounting office, Audit and reports..... 1270.3
Liaison Officer..... 5300.2
Public use reports..... 5300.1
Reporting requirements inventory..... 5300.2(M)

REPORTS MANAGEMENT..... 5300.1

REPORTING REQUIREMENTS
Imposed upon FEMA but exempt from control..... 5300.2(M)
Interagency Information Reporting Requirements..... 5300.2(M)

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

Motor Vehicle accidents, reporting procedures for..... 6250.2(M)
Occupational Safety and Health Program..... 6900.3
Public Reporting Requirements..... 5300.2(M)

REQUEST TO AMEND RECORDS..... 1350.5

RESERVE
Interagency National Defense Executive Reserve Command..... 1610.1
National Defense Executive Reserve..... 1040.1

RESOURCES
Management of Automated Data Resources..... 9300.1

S

SAFEGUARDING NATIONAL SECURITY INFORMATION..... 1200.1(M)

SAFEGUARGING SYSTEMS OF RECORDS..... 1350.5

SAFETY
See Occupational Safety and Health Program..... 6900.3

SECURITY
Classified documents..... 1200.1(M)
Clearance..... 1200.1(M)
Telephone Monitoring..... 1550.5
Training..... 1200.1(M)

SECURITY OF AUTOMATED DATA PROCESSING SYSTEMS..... 1500.1

SELECTION
Interview and Selection..... NO. 2-81(REV)#

SELECTION PROCESS
Acquisition Management, Source evaluation and selection process..... 4100.1(M)

SELF PROTECTION PLAN..... 6900.2

SEPARATION
Disability..... 3700.1(M)

SOURCE EVALUATION
Acquisition Management, Source evaluation and selection process..... 4100.1(M)

STANDARDS OF CONDUCT
Counselor..... 1100.1

STOP-RUN MAIL..... 5250.1(M)

SUCCESSION TO OFFICE
Delegations of Authority..... 1030.2
Emergency readiness..... 8500.1(M)

SUGGESTION PROGRAM..... 3600.1(M)

SURVEYS
Audit surveys..... 1270.1

SYMBOLS
Office Symbols..... 1010.2

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

T

TELECOMMUNICATIONS SERVICES
Procedures for lease of 1550.1

TELEPHONE
Communications monitoring 1550.5

TERMS
Definitions of Terms 5000.2

TERMINATION
Contracts ..... 4100.1(M)

TIME AND ATTENDANCE
Authority to approve overtime 3200.1
Compensatory time 3200.1

TRAINING
Authorized expenses ..... 3500.2(M)
Committees ..... 3500.2(M)
Evaluation ..... 3500.1(M)
Expenses related to ..... 3500.2(M)
Forms used for billing 3500.1
Formats for Selected Training and Education Documents 9500.1
Individual plans for GS 1-12 employees 3501.1
Individual plans for GS 13 and above employees 3501.2
Management training ..... 3500.2(M)
Non-Government awards ..... 3500.2(M)
Non-Government training, special provisions for 3500.1
Plan of instruction 9500.1
Security training ..... 1200.1(M)
Special purpose ..... 3500.2(M)
Student manuals 9500.1

TRANSFER
Employee details 3100.1

TRANSFER OF PERSONAL PROPERTY ..... 6150.1(M)

TRANSPORTATION
Emergency readiness responsibilities ..... 8500.1(M)
Modes of travel ..... 6200.1(M)
Procedures for reimbursement for local transportation expenses ..... 2800.1(M)

TRAVEL
Advances ..... 6200.1(M)
Advances ..... 2800.1(M)
Authorization ..... 6200.1(M)
Experts and Consultants ..... 6200.1(M)
Government transportation request ..... 6200.1(M)
International ..... 6200.1(M)
Mode of transportation ..... 6200.1(M)
Per Diem ..... 6200.1(M)
Procedures for reimbursement for local transportation expenses ..... 2800.1(M)
Regulations ..... 6200.1(M)
Reimbursement ..... 6200.1(M)
Relocation ..... 6200.1(M)
Transportation and storage of household goods ..... 6200.1(M)

U

UNFAIR LABOR PRACTICES, allegations of ..... 3300.1(M)

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

V

VOLCANIC ACTIVITY..... 1550.2

W

WARNING
Accidential Missile Launch Warnings..... 1550.2
Civil emergency preparedness, alerting and warning..... 7300.1
Emergency Broadcasting System (EBS)..... 9305.12
Emergency readiness..... 8500.1(M)
National and Regional Warning Centers..... 1550.2
National Warning System (NAWAS)..... 9305.8

WARNING CENTERS..... 1550.2

WASTE
Allegations and Complaints of..... 1250.1

WHITE HOUSE
Correspondence..... 5200.1

WITHIN-GRADE INCREASE..... 3700.1(M)

WORD PROCESSING..... 5400.1
Relationship of Word Processing to Automated Data Processing..... 5400.1

X

Y

Z

Note: (M) Indicates FEMA Manuals: All others are Instructions
* Indicates Classified Documents
C Indicates Controlled Documents
# Indicates Director's Policy Statements

SECTION II
INTERNAL DIRECTIVES NUMERICAL INDEX

I. CURRENT INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(I)	1010.2	Office Symbols	11-09-81	RM-AS	B, G	11-82 UR
(I)	1020.1	Establishment of National Emergency Training Center	06-09-81	DIR	B, G	06-82
(I)	1030.1	Succession to Office--FEMA	08-12-81	NP-GP	B, G	08-82
(I)	1030.2	Delegations of Authority	02-11-80	RM-OP	B, G	02-81 UR
(I)	Chg. 1		12-29-81	RM-OP	B, G	
(I)	1040.1	National Defense Executive Reserve	08-18-80	NP-GP	B, G	08-82
	Chg. 1		02-09-81	NP-GP	B, G	
(I)	1100.1	Standards of Conduct	02-11-80	GC-GL	I	02-81
(I)	1130.1	Litigation	03-03-82	GC-LD	I	03-83
(M)	1200.1	Safeguarding National Security Information	12-29-80	SP-SE	B, G	12-81 UR
*	1200.2	COMSEC Holders Guide	01-81	RM-IR	Special	01-83
(I)	1200.3	Safeguarding "For Official Use Only" Information	06-19-81	SP-SE	B, G	06-82
(I)	1250.1	Policy and Procedures for Processing GAO Hotline Referrals	09-15-80	IG-AU	B, G	09-82
(I)	1270.2	FEMA Audit Program	10-28-80	IG-AU	B, G	10-81 UR
(I)	1270.3	GAO Audits and Reports	10-29-80	IG-AU	B, G	10-82
(I)	1350.1	Production or Disclosure of Information	06-10-80	PA	B, G	06-82
(I)	1350.2	Internal News Clipping Service	06-10-80	PA-NI	B, G	06-82
(I)	1350.3	Procedures for Handling Media Inquiries	07-18-80	PA-NI	B, G	07-81 UR
(I)	1350.4	Procedures for FEMA News Releases	07-18-80	PA-NI	B, G	07-81 UR
(I)	1350.5	Personal Privacy and Rights of Individuals Regarding Their Personal Records	12-03-80	PA	B, G	12-81
(I)	1500.1	Security of Automated Information Systems	12-11-79	RM-IR	B, G	12-80 UR

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

I. CURRENT INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(I)	1501.1	Automated Data Systems Documentation Standards	07-22-80	RM-IR	B, G	07-82 UR
(M)	1501.2	Guidelines for Documentation of Computer Programs and Automated Data Systems	08-22-80	RM-IR	B, G	08-81 UR
(M)	1520.3	Computer Interactive Display Entry and Retrieval System (CIDER)	06-25-81	RM-IR	B, G, Special	06-82
(M)	1520.4	Radiological Defense Station File	01-13-82	RM-IR	Special	01-83
(M)	1520.5	Radioactive Materials File	01-13-82	RM-IR	Special	01-83
(I)	1550.1	Warning and Communications Systems Procedures for Lease of Telecommunications Services	02-23-82	RM-IR	B, G	02-83
(M)	1550.2	Procedures Manual for National and Regional Warning Centers	01-16-81	RM-IR	B, G	01-83
*	1550.3	NECAP Communications Support Procedures	11-01-80	RM-IR	Special	11-81
(I)	1550.4	Frequency Spectrum Management	02-20-81	RM-IR	B, G	02-82
(I)	1550.5	Communications Security Monitoring	02-24-82	RM-IR	B, G	02-83
(I)	1550.6	National Warning System (NAWAS) Warning Point Operational Analysis	10-29-81	RM-IR	B, G	10-82
(I)	1610.1	Interagency National Defense Executive Reserve Committee	01-10-80	NP-GP	B	11-82
(I)	1610.2	Committee Management Program	10-01-81	RM-AS	B, G	10-82
(I)	1610.3	Committee Management Inventory	09-24-80	RM-AS	B, G	09-81 UR
(I)	1750.1	Position Ceiling and Control System	10-28-80	RM-MM	B, G	10-81 UR
(I)	1900.1	Review of Financial Assistance Project Application Ending Dates	06-19-81	SL-EM	B, G	06-82
(M)	2800.1	Establishment and Operation of Imprest Funds	10-02-81	RM-OC	B, G	10-82
(I)	3000.1	Use of Experts and Consultants	01-19-82	RM-OP	B, G	01-83
(I)	3000.2	Hours of Work	02-23-82	RM-AS	B,G	02-83

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

I. CURRENT INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(M)	3100.1	Merit Promotion Plan	06-19-81	RM-OP	B, G	06-82
(I)	3200.1	Overtime Policy	11-14-80	RM-OP	B, G	11-82
(M)	3200.2	Merit Pay System	08-28-81	RM-OP	B, G	08-82
(I)	3200.3	Position Management Policy	12-04-81	RM-OP	B, G	12-82
(M)	3300.1	FEMA Grievance System	05-28-80	RM-OP	B, G	05-81 UR
	Chg. 1		04-02-81	RM-OP	B, G	
(M)	3310.1	Disciplinary/Adverse Action Procedures	09-16-81	RM-OP	B, G	09-82
(I)	3500.1	Request, Authorization, Agreement and Certification of Training OF 170/SF 182	11-27-79	RM-OP	B, G	11-82
(M)	3500.2	Employee Development and Training	05-21-80	RM-OP	B, G	05-82
(I)	3501.1	Instructions for Preparing, Submitting and Updating Individual Development Plans (IDP) - GS 1-12 or equivalent	02-13-80	RM-OP	B, G	10-82
(I)	3501.2	Instructions for Preparing, Submitting and Updating Individual Development Plans (IDP) - GS 13-18 or equivalent and Career Senior Executives	04-16-80	RM-OP	B, G	10-82
	Chg. 1		03-19-81	RM-OP	B, G	
(I)	3501.3	Instruction for Preparing and Submitting a Proposal for a Senior Executive Service Sabbatical	02-24-82	RM-OP	B, Special	02-83
(M)	3600.1	Incentive Awards Program	09-16-81	RM-OP	I	09-82
(M)	3700.1 REV.	Performance Planning and Appraisal System	04-01-81	RM-OP	I	04-82
	Chg. 1		10-30-81	RM-OP	I	
(M)	4100.1	Acquisition Management	01-14-81	RM-OC	B, G	03-83
(I)	4100.2	Guidelines for the Use of Consulting Services	10-29-80	RM-OC	B, G	03-83
(I)	5000.1	Use of Acronyms and Abbreviations	09-08-81	RM-AS	B, G	09-82
(I)	5000.2	Definitions of Terms	01-04-82	RM-AS	B, G	01-83
(I)	5100.1	Internal Directives System	08-24-79	RM-AS	B, G	08-80 UR

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

I. CURRENT INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(M)	5100.2	Index of FEMA Internal Directives		RM-AS	B, G	
(M)	5200.1	Correspondence Manual	06-81	RM-AS	B, G	06-82
(I)	5200.2	Specifications for Letterhead Stationery	11-10-80	RM-AS	B, G	11-81 UR
(M)	5250.1	Mail Management	08-28-81	RM-AS	B, G	08-82
(I)	5300.1	Reports Management Program	03-07-80	RM-AS	B, G	03-81 UR
(M)	5300.2	Information/Reporting Requirements Inventory	11-80	RM-AS	B, G	11-81 UR
(I)	5400.1	Word Processing Program	10-28-80	RM-AS	B, G	10-82
(I)	5400.2	Files Management Program	08-18-81	RM-AS	B, G	08-82
(I)	5500.1	FEMA Forms Management Program	12-07-79	RM-AS	B, G	12-80 UR
(M)	5500.2	Index of Blank Forms	08-81	RM-AS	B, G	08-82
(M)	6150.1	FEMA Personal Property Management System	09-25-80	RM-AS	B, G	09-81 UR
	Chg. 1		11-06-80	RM-AS	B, G	
(M)	6200.1	Travel Regulations	10-26-81	RM-OC	B. G	10-82
(I)	6200.2	Scheduled Airlines Traffic Office (SATO)	01-26-82	RM-OC	B, G	01-83
(M)	6250.2	Motor Vehicle Management and Operation	07-09-80	RM-AS	B, G	07-81 UR
	Chg. 1		10-23-80	RM-AS	B, G	
	Chg. 2		12-12-80	RM-AS	B, G	
	Chg. 3		01-05-81	RM-AS	B, G	
(I)	6251.1	FEMA Employee Parking Facilities	02-23-82	RM-AS	B, G	02-83
(I)	6700.1	Internal Distribution Codes	10-23-81	RM-AS	B, G	10-82
(I)	6900.1	Smoking in Facilities Occupied or Controlled by FEMA	03-26-80	RM-AS	B, G	03-82
(I)	6900.2	Occupant Emergency Program	09-05-80	RM-AS	B, G	09-82
(I)	6900.3	Occupational Safety and Health Program	03-17-81	RM-AS	B, G	03-82
(I)	7300.1	Plans and Preparedness Program Status Report on Civil Emergency Preparedness	08-13-80	SL-EM	B, G, Regional P&P Divisions	08-82
	Chg. 1		10-08-80	SL-EM	B, G, Regional P&P Divisions	

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

I. CURRENT INTERNAL DIRECTIVES

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(M)	8500.1	FEMA Central Office Emergency Readiness Instructions - (Red Book) Without Appendixes	03-05-80	NP-GP	B, G	03-81 UR
(M)	Chg. 1		08-05-80	NP-GP	B, G	
		With Appendixes	03-05-80	NP-GP	All FEMA Employee's w/Emergency Assignments; RM-SF Watch Center and Switchboards; National Operations Center	
(C)	Chg. 2		06-16-80	NP-GP		
(C)	Chg. 3		08-08-80	NP-GP		
(C)	Chg. 4		08-05-81	NP-GP		
*	8500.2	Federal Civil Emergency Actions Guide List-Part I	07-80	NP-GP	07-81	
*	8500.3	Federal Civil Emergency Actions Guide List-Part II	07-80	NP-GP	07-81	
(I)	8500.4	Federal Employee Emergency Identification Card	09-15-80	NP-GP	B, G	09-81 UR
(M)	9000.1	Disaster Management Information System (DMIS) User's Guide	09-81	SL-EC	A, Special	09-82
(I)	9300.1	Management of Automated Data Processing Resources	07-30-74	RM-IR	B, G	1/
(I)	9300.2	Inventory of Computer Printouts (DCPA Computer Center)	03-28-78	RM-IR	B, G	1/
(I)	9300.4	Procedures for Obtaining Automated Data Processing Support	03-20-78	RM-IR	B, G	1/
(I)	9305.1	Computer Terminal System	09-19-77	RM-IR	B, G	1/
(M)	9305.2	Computer Terminal System Operation User's Manual	02-78	RM-IR	B, G Special	1/
(M)	9305.3	Computer Terminal System Program Status Report (PSR) User's Manual	02-78	RM-IR	B, G	1/
(M)	9305.4	Computer Terminal System Damage Estimation System (REACT) User's Manual	05-79	RM-IR	B, G Special	1/
(M)	9305.8	Computer Terminal System National Warning System (NAWAS) User's Manual	10-78	RM-IR	B, G	1/
(M)	9305.9	Computer Terminal System NSS-CRP Master List and NSS-CRP Total List Programs User's Manual	05-79	RM-IR	B, G Special	1/

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

I. CURRENT INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS

ID	NUMBER	TITLE	DATE	OPI	DISTRIBUTION	REVALIDATION DATE
(M)	9305.10	Computer Terminal System Fallout Shelter Analysis by Computer (FSAC) User's Manual	05-79	RM-IR	B, G	1/
(M)	9305.11	Computer Terminal System Increased Readiness Reporting (IRR) User's Manual	07-79	RM-IR	B, G	1/
(M)	9305.12	Computer Terminal System Emergency Broadcasting System (EBS) User's Manual	07-79	RM-IR	B, G	1/
(I)	9500.1	Formats for Selected Training and Education Documents	08-06-80	TE-CP	B, G	08-81 UR

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, *Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

B. DIRECTOR'S POLICY.

NUMBER	SUBJECT	DATE	DISTRIBUTION
1-81	Director's Policy	08-21-81	A, F
2-81 REV	Interview and Selection Policy for Key Positions GS/GM-13 and Above	09-15-81	A, F

II. SUPERSEDED INTERNAL DIRECTIVES.

A. INSTRUCTIONS AND MANUALS.

ID	NUMBER/ DATE	TITLE	OPI	SUPERSEDED BY NUMBER	DATE
(I)	1010.2 06-22-81	Office Symbols	RM-AS	1010.2 REV	11-09-81
(I)	1030.1 10-17-79	Succession to Office - FEMA	NP-GP	1030.1 REV	08-12-81
	Chg. 1 02-05-80		NP-GP	1030.1 REV	08-12-81
(I)	1550.1 08-18-80	Warning and Communications Systems Procedures for Lease of Telecommunications Services	RM-IR	1550.1 REV	02-23-82
(I)	1550.5 10-13-81	Telephone Monitoring	RM-IR	1550.5 REV	02-24-82
(I)	1610.2 05-28-80	Committee Management Program	RM-A3	1610.2 REV	10-01-81
(M)	3700.1 07-09-80	Employee Performance Appraisal System (Interim)	RM-OP	3700.1 REV	04-01-81
	Chg. 1 03-20-81		RM-OP	3700.1 REV	04-01-81
(M)	5100.2 11-80	Index of FEMA Internal	RM-AS	5100.2 REV	01-82
(M)	5500.2 11-80	Index of Blank Forms	RM-AS	5500.2 REV	08-81
(I)	6251.1 01-30-80	FEMA Employee Parking Facilities	RM-AS	6251.1 REV	02-23-82
(M)	9305.5	Computer Interactive Display, Entry & Retrieval System (CIDER)	RM-IR	1520.3	06-25-81
	Chg. 1 04-16-79		RM-IR	1520.3	06-25-81
	Chg. 2 06-06-79		RM-IR	1520.3	06-25-81
	Chg. 3 07-09-79		RM-IR	1520.3	06-25-81
	Chg. 4 07-12-79		RM-IR	1520.3	06-25-81
(M)	9305.7 09-78	Computer Terminal System Radiological Defense Station File User's Manual	RM-IR	1520.4	01-13-82
(M)	9305.13 07-79	Computer Terminal System Radioactive Materials File (RAM) User's Manual	RM-IR	1520.5	01-13-82

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision

B. DIRECTOR'S POLICY.

NUMBER/DATE	SUBJECT	SUPERSEDED BY NUMBER	SUPERSEDED BY DATE
2-81 08-24-81	Interview and Selection for Key Positions GS/GM-13 and Above	2-81 REV	09-15-81

III. INSTRUCTIONS, MANUALS, AND NOTICES CANCELLED BY THIS CHECKLIST.

ID	NUMBER	TITLE	OPI	EFFECTIVE DATE
(N)	530.1	Reports Management Officer	RM-AS	11-01-79
(I)	1270.1	Federal Cognizant Audit Service	IG-AU	06-24-80
(I)	6250.1	Motor Vehicle Management and Acquisition	RM-AS	03-26-80

(C) Controlled, (I) Instruction, (M) Manual, (N) Notice, (Chg.) Change, * Classified.
1/ Issued by DCPA. Directive will continue in effect until it is reissued by FEMA.
UR - Under Revision